



# **SUNNY DAYZ**

Parent Handbook

## Contents

<b>CAMP ADMINISTRATION .....</b>	<b>3</b>
Schedule of Operations.....	3
Camp Groups .....	3
Daily Camper Needs.....	3
Toy & Electronics Policy .....	4
Lost and Found.....	4
Camp Staff.....	4
Standards of Care.....	5
Refunds .....	5
Late Fee .....	5
<b>Camp Safety and Security .....</b>	<b>6</b>
Camper/Staff Ratio .....	6
Staff Training.....	6
KidCheck.....	6
Drop-Off/Pick-Up Information .....	7
Roll Call.....	7
Camper Illness and Emergencies .....	7
Camper Medication Policy .....	8
Camper Medication Form .....	8
<b>Camp Rules and Discipline .....</b>	<b>9</b>
Camp Rules: .....	9
Discipline Policy: .....	9
<b>Field Trips.....</b>	<b>11</b>
Field Trips.....	11
Bus Rules .....	11
Parent Field Trip Permission Forms .....	11
Swimming Field Trips .....	12
<b>Parent Communication .....</b>	<b>13</b>
Parent Emails .....	13
Sunny Dayz Camp Staff Contract .....	14
Shutterfly Photo Account.....	14

# CAMP ADMINISTRATION

## Schedule of Operations

Sunny Dayz camp operates Monday through Friday, 7:30a.m. to 6:00p.m. Sunny Dayz 2019 dates are:

**Sunny Dayz Bear Branch:** Monday, June 3<sup>th</sup> to Friday, August 14, 2019

**Sunny Dayz Rob Fleming:** Monday, June 3<sup>th</sup> to Friday, August 19, 2019

## Camp Groups

Sunny Dayz Camp is divided into separate age groups to promote age-appropriate activities and allow the campers to be around children their own age. Occasionally the groups will combine for special days/guests, activities, field trips or other circumstances.

**Bear Branch:** Explorers (6-8); Adventurers (9-12)

**Rob Fleming:** Explorers (6-8); Adventurers (9-12); Teen Camp (13-15)

## Daily Camper Needs

Below is our recommendation for what your camper should have with them for every day of camp. *Please ensure that your child's belongings are labeled with their name*

- Light breathable clothing that is okay to get dirty
- Closed Toe & Heel Shoes
- Refillable Water Bottle
- Healthy Lunch
- Two snacks

*\*Campers often need more food than a typical school day due to increased activity at camp*

In addition to the basic everyday needs, campers will need to bring the following on swimming days:

- Sunscreen
- Swim Suit
- Towel
- Pool Shoes/Flip Flops
- Swim shirt & Hat (Recommended)
- Goggles (Optional)

## Toy & Electronics Policy

Sunny Dayz Camp enforces a Toy & Electronics Policy to ensure that campers are free from distraction and are able to fully participate in camp activities. Please avoid sending your child to camp with the following items:

- Toys (Pokémon Cards, Legos, Dolls)
- iPods, iPads, Cameras or any electronic device
- Any valuables or money

*\*If your camper needs to bring their phone, please speak with a Camp Director*

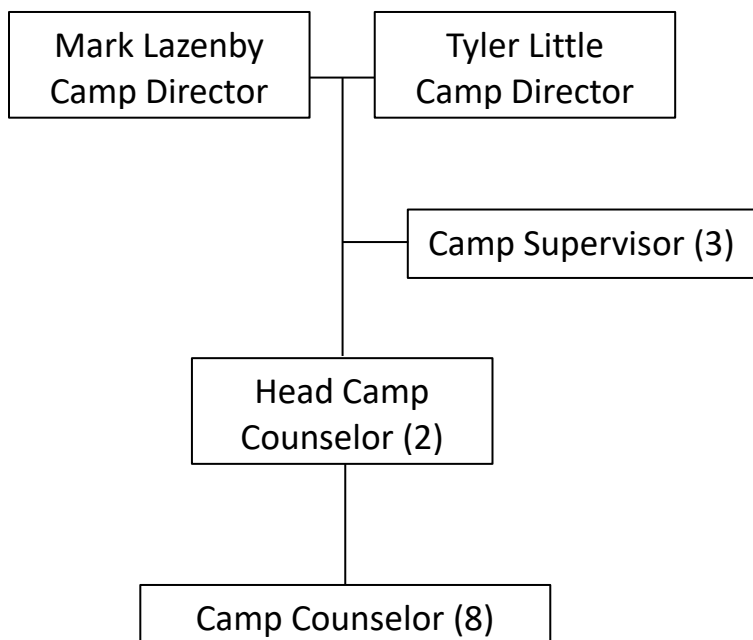
## Lost and Found

Sunny Dayz Camp does keep a lost and found in the event that your child lost anything at camp. In order to make recovering your child's belongings easier please write your child's name in all of their belongings before bringing them to camp. During the week, each group (Explorers/Adventurers) will have a lost in found in their respective rooms. On Friday afternoons camp staff will set up a lost and found table outside at Pick-Up to assist in the finding of any lost items. Lost and found items will be kept for 30 days before being donated to a local organization.

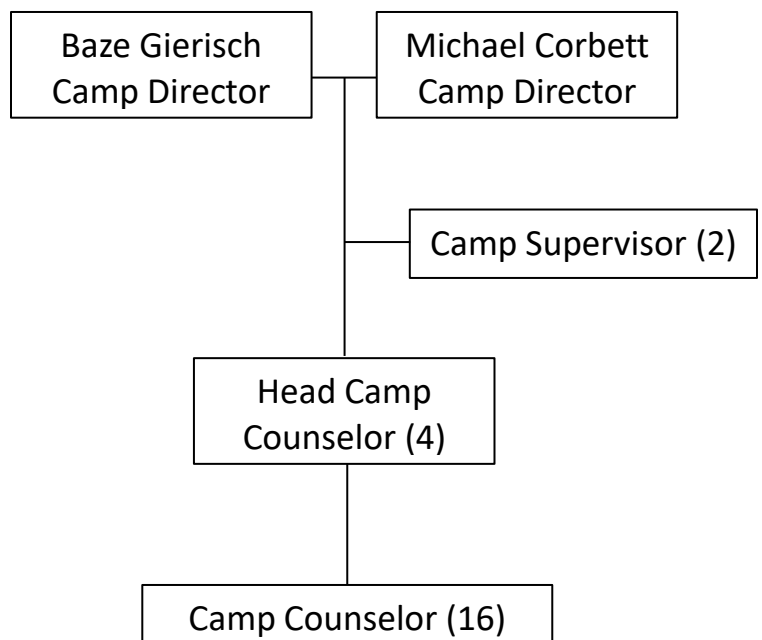
## Camp Staff

Sunny Dayz Camp Staff consists of the following structure:

### BEAR BRANCH



### ROB FLEMING





## Standards of Care

The Standards of Care of intended to be minimum standards by which The Woodlands Township Parks and Recreation Department will operate its Summer Camps. The Programs operated by The Woodlands Township Parks and Recreation Department are recreational in nature and are not licensed by the state of Texas as certified day care programs.

Some sections of this manual will refer to the Standards of Care (SOC) to provide more detailed information about a particular topic. The Standards of Care are available on the Sunny Dayz webpage and are also available upon request.

## Refunds

Refunds for Sunny Dayz Camp may be requested at the front desk. Refund requests must be submitted no later than the Thursday prior to the camper's registered week. Enrollment dates are not allowed to roll over from week to week. Transfer of attendance dates within the week of three—day or one-day campers are allowed if space permits.

## Transfers

Transfer of attendance dates **within the week, at the same location** for three-day or one-day campers are allowed if space permits. Registrations for Sunny Dayz Bear Branch and Sunny Dayz Rob Fleming are non-transferable between camp locations. **Campers must be registered for specific locations and cannot switch between camps for particular days throughout the week.**

## Late Fee

Sunny Dayz Camp will now be charging a late fee for any campers remaining at camp after 6:10 p.m. A fee of \$1.00 per minute per child per occurrence will be charged until the child is picked up by a guardian.

The child's guardian will get a one-time verbal warning which is documented. Should this occur again, the late fee will be enforced.

## **Camp Safety and Security**

The safety of your child is our number one priority here at Sunny Dayz Camp. The following topics provide you with information about the steps that we take at Sunny Dayz Camp to ensure that your child has a safe and enjoyable summer.

### **Camper/Staff Ratio**

Provider/ participant ratio follow guidelines set by the Texas State Requirements for ages 6-15. We base our registration numbers not to exceed a 1:12 ratio of staff to participants. This ratio ensures that your camper has a safe and enjoyable summer! To maintain this ratio, Sunny Dayz Camp must enforce a maximum capacity. Once the camp capacity is met, we can no longer accept enrollment.

### **Staff Training**

All Sunny Dayz Camp Counselors are required by The Woodlands Township to have completed training each year prior to the beginning of camp. Training includes, but is not limited to, CPR and First Aid, Bullying, Child & Parent Interaction, Water/Pool Safety, and Emergency Action Plan procedures.

### **KidCheck**

Sunny Dayz Camp utilizes KidCheck for our camper Check-In/Check-Out procedure. Along with providing a secured check-in system, KidCheck also serves as a storage place for every child's emergency contact information.

To find out more information on KidCheck please see the KidCheck Handout on the Sunny Dayz Webpage at [www.thewoodlandstownship-tx.gov/sunnydayzcamp](http://www.thewoodlandstownship-tx.gov/sunnydayzcamp).

## Drop-Off/Pick-Up Information

### Sunny Dayz Bear Branch:

Sunny Dayz Bear Branch utilizes the West Entrance of The Recreation Center at Bear Branch for drop-off and pick-up. The West Entrance is open from 7:30 – 9:00 a.m. for drop-off and again from 4:00 – 6:00 p.m. for pick-up. If you are dropping off/pickup up your child(ren) between 9:00 a.m. and 4:00 p.m. please use the main Recreation Center entrance.

### Sunny Dayz Rob Fleming:

Sunny Dayz Rob Fleming utilizes the East Entrance of The Recreation Center at Rob Fleming for drop-off and pick-up. The East Entrance is open from 7:30 – 9:00 a.m. for drop-off and again from 4:00 – 6:00 p.m. for pick-up. If you are dropping off/pickup up your child(ren) between 9:00 a.m. and 4:00 p.m. please use the main Recreation Center entrance.

### Away from Recreation Center:

Sunny Dayz permits guardians to drop-off and pick-up campers while the child is away from the Recreation Center due to field trips or other camp activities through the day. To confirm the daily schedule please contact the corresponding Recreation Center.

When dropping off your camper(s) please ensure that your check-in with a camp staff member via the KidCheck system. *Please note, we do require the parent/guardian picking up from camp to show a valid form of **PHOTO I.D.** that is listed as an approved guardian through KidCheck.*

## Roll Call

To ensure that all campers are with their age groups (Adventurers/Explorers/Teens), roll will be called at the following times:

- 1) At the beginning of each day
- 2) Upon leaving the Recreation Center (Park, Pool, Field Trip, Service Projects)
- 3) Upon leaving a location to return to the Recreation Center
- 4) Upon arriving back at the Recreation Center

Furthermore campers will be grouped by small groups which are led by a counselor. Campers will be in these groups when moving location to location, board the bus, or certain camp activities.

## Camper Illness and Emergencies

### Illness:

- If a camper becomes ill while in the program, the Camp Staff will contact the Parents/Guardians to arrange pick-up of the participant.

### Injury:

- In the case of a minor accident or injury, Camp Staff will administer first aid, monitor the camper, and notify the Parents/Guardians at pick-up

- In the case of an emergency and/or serious injury, Parents/Guardians will be notified immediately. If necessary, the local ambulance service will transport the camper to the nearest hospital.

#### Emergencies:

- Each Recreation Center will have an Emergency Action Plan (EAP) that will be reviewed with all Camp Staff during training that will outline appropriate action during emergency situations.

#### Camper Medication Policy

- Parents/Guardians must complete, sign, and submit a Medication Authorization from detailing the medication name(s), time(s) to be administered, and dosage(s) for Camp Staff to administer any medications
- Camp Staff will only administer medications, prescription or non-prescription, in accordance with the label directions and/or directions from Medication Authorization form.
- Prescription medications must be in the original containers labeled with the Participant's name, date, directions, and the physician's name.
- Non-prescription medications are labeled with the camper's name and the date the medication was brought to camp. Non-prescription medication must be in the original container.
- Camp Staff will be limited to dispensing and administering those medications that do not require special knowledge, skills, or training.
- Parents/Guardians will be notified of any medications left at the Recreation Center after the end of the Program. Medications left more than 30 days after the end of the program will be properly disposed of.

#### Camper Medication Form

A printable version of the Camper Medication Form can be found at the end of this document.



# **Camp Rules and Discipline**

## **Camp Rules:**

Sunny Dayz Camp has a set of rules that have been set forth to benefit each camper and allow them to have a safe and enjoyable experience at camp. The camp rules are as follows:

1. Listen to and follow directions
2. Be respectful to other campers, counselors and staff
3. Use Please and Thank You
4. Always use appropriate language
5. Keep your hands, feet and mean words to yourself
6. Keep toys, electronics and games at home
7. Clean up after yourself at the end of games, lunch, crafts and other activities
8. Participate in ALL activities with a positive attitude
9. Stay with your group at all times
10. HAVE FUN!

## **Discipline Policy:**

Sunny Dayz Camp should be a place of laughter, fun and good times for your camper. However, it is paramount that campers follow the aforementioned camp rules for their own, along with fellow campers, enjoyment and safety. It is our goal for counselors, children and parents to work together toward cooperative behavior and fun atmosphere. Parents will always be notified of emerging difficulties and asked to assist in behavior management.

The below discipline procedure will be followed when a child is not following camp rules.

- 1<sup>st</sup> Offense – Child will be counseled on appropriate behavior and re-directed to a more appropriate form of behavior.
- 2<sup>nd</sup> Offense – The child, under staff supervision, will briefly be removed from the group and will rejoin when the counselor determines that he/she is able to do so without further disruption.
- 3<sup>rd</sup> Offense – After being removed from the group, the child has not yet calmed down or corrected the inappropriate behavior, then the Camp Director will be notified. Depending on the severity of the issue, the parent may be notified at this time and a Discipline Report will be issued.

The above procedure will be used when there is a gradual progression of behavioral concerns in respect to following camp rules. As a general rule, upon receiving three (3) discipline reports, a camper will be dismissed from the Sunny Dayz Camp program at all locations for the remainder of the summer, or as the circumstances dictate. Discipline reports are counted for the entirety of the summer, regardless of attendance.

Serious cases may warrant a discipline report without the camper receiving a warning/time out period and/or depending on the nature of the incident may include immediate dismissal from Sunny Dayz Camp. The following actions are considered serious in nature:

- Theft, Attempts to Steal or Property Damage
- Verbal Abuse or Blatant Disrespect of Counselors or Other Participants
- Physical Aggression
- Disruptive, Defiant or Disrespectful Behavior
- Inappropriate Touching
- Children Leaving the Group or Premises Without Approval or an Authorized Escort
- Verbal Threats of Severe Harm or Death Threats

### **Discipline Reports-**

Discipline Reports will be issued when a child has reached the appropriate phase of the disciplinary procedures. Discipline Reports are meant to communicate severe or on-going behavioral issues to the parent/guardian with the goal in mind to help manage behavior and create a positive summer camp experience for all.

Parents/Guardians will be notified via email when their child receives a Discipline Report, may additionally be contacted via phone or asked to pick up the child. A Camp Director will also speak with the parent/guardian upon pick-up of the child from camp that day.

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### **Discipline Policy Acknowledgement**

I, as the Parent/Guardian, have read and understand the Discipline Policy and discipline procedure that is part of The Woodlands Township Sunny Dayz Camp. I have talked with the participant/camper and he/she also understands the Discipline Policy and discipline procedure. We also understand that Sunny Dayz Camp reserves the right, to at any time, skip any step(s) in the Discipline Policy and discipline procedure when necessary for the safety of the camper, other campers, counselors and staff.

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Parent/Guardian

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Date

---

Participant/Camper

---

Date

## **Field Trips**

### **Field Trips**

Throughout the summer Sunny Dayz Camp will be taking field trips to several different facilities and Township pools.

Parents will be notified in several different ways to ensure that all information pertaining to weekly field trips is communicated as departure and arrival times to and from the Recreation Center are different for each field trip. The notification methods are as follows:

- 1) Sunny Dayz Summer Calendar
- 2) Weekly Schedule Board located at pick-up/drop-off
- 3) Handouts distributed at pick-up
- 4) Parent Emails

For all field trips, Sunny Dayz Camp will be transported by a licensed bus operator. While on the bus, campers must abide by the rules set forth by the bus operator and that bus driver (See *Bus Rules* below). Failure to follow bus rules can result in disciplinary action.

Each camper will receive a Sunny Dayz T-Shirt on the morning on their first field trip. Campers must wear their shirt on ALL field trip days (excluding Township pools) to participate.

All campers attending camp the day of a field trip will be required to attend the field trip. No campers will be allowed to stay behind at the Recreation Center.

### **Bus Rules**

The rules listed below are to be followed at all times while on the bus. Failure to follow these rules can result in disciplinary action.

- All normal camp rules apply!
- Hands, arms, feet, and head must be kept inside the bus at all times
- Refrain from using your outside voice in the bus
- Keep the bus clean and sanitary
- Do not damage the seats or other bus equipment
- Do not tamper with emergency doors or other controls on the bus

### **Parent Field Trip Permission Forms**

Upon registration, Parents/Guardians will be required to acknowledge/approve a field trip permission slip during the registration process for their child to attend the listed field trip. A copy of this Field Trip Permission Form will be available on your receipt.

Field Trip Permission Slips will provide all essential information for the field trip. Including:

- Event/Destination
- Date
- Location
- Departure and arrival times to/from the Recreation Center
- Special Camper needs associated with that trip

### Swimming Field Trips

Over the course of the summer Sunny Dayz will take numerous field trips to Township pools. All swimming field trips will follow the same process as regular field trips. The following are special details specifically for swimming field trips.

- 1) **Pool Rules:** All Sunny Dayz Campers will be required to follow all pool rules set forth by The Woodlands Township. Sunny Dayz campers will also be required to follow additional Sunny Dayz pool rules. A copy of The Woodlands Township Pool Rules can be found at [www.thewoodlandstownship-tx.gov/DocumentCenter/Home/View/855](http://www.thewoodlandstownship-tx.gov/DocumentCenter/Home/View/855).
- 2) **Swim Testing:** One each camper's first swimming day each summer they will be required by camp staff to complete a swim test. Successfully passing the swim test includes being able to swim from one side of the pool to the other without assistance from any part of the pool or Sunny Dayz Staff.
- 3) **Sunscreen:** Please keep the following in mind in regards to sunscreen when bringing your child to camp.
  - a. Please ensure that your camper brings sunscreen to camp everyday due to the variety of outdoor activities at camp.
  - b. Please ensure that your camper is capable and comfortable with applying their own sunscreen.
  - c. Before bringing your child to camp, please apply their sunscreen before coming to camp
  - d. At the pool, campers will be required to re-apply sunscreen at every Safety Break (A 10-minute break in which everyone must exit the pool 10 minutes before the hour, every hour). Campers are required to show their counselor proof that they have applied sunscreen before re-entering the pool.
    - i. At Rob Fleming camp staff will remove all campers from the pool every hour to re-apply sunscreen.
- 4) **Not Swimming:** If your camper wishes not to swim on a particular day, they will still be required to go to the pool. However, they may bring a book to read while sitting out.

## Activities

### Archery

Sunny Dayz Campers will now be able to participate in archery at The Recreation Center at Rob Fleming!

- 1) **Archery Rules:** All Sunny Dayz campers will be required to follow all archery range rules set forth by The Woodlands Township. Sunny Dayz campers will also be required to follow additional Sunny Dayz Archery Rules.
- 2) **Archery Instructors:** All Sunny Dayz camp counselors are trained and certified USA Archery Level 1 Instructors who meet all training requires during camp training yearly.

### Kayaking

Sunny Dayz campers will now be kayaking weekly at The Recreation Center at Rob Fleming.

- 1) **Kayaking Rules:** All Sunny Dayz campers will be required to follow all Riva Row Boathouse rules set forth by The Woodlands Township. Sunny Dayz campers will also be required to follow additional Sunny Dayz Kayaking Rules. These rules include the mandatory use of personal flotation devices at all time while on the water.

## Parent Communication

### Parent Emails

Sunny Dayz Camp does send out Parent Emails on the Friday before each week of camp to all parents with children registered for the following week. These emails mainly include the schedule the for the following week along with any other pertinent information needed by parents and campers.

## Sunny Dayz Camp Staff Contract

We strive to keep an open line of communication between all camp staff and parents/guardians. If you have any questions, please approach someone at camp or use the contact information below:

### **Sunny Dayz Camp Staff**

Office: (281)210-3950 or (281)516-7348

[sunnydayzcamp@thewoodlandstowship-tx.gov](mailto:sunnydayzcamp@thewoodlandstowship-tx.gov)

#### **Bear Branch Camp Directors**

Mark Lazenby

Recreation Program Coordinator

Office: (281)210-3956

[mlazenby@thewoodlands-tx.gov](mailto:mlazenby@thewoodlands-tx.gov)

Tyler Little

Recreation Program Coordinator

Office: (281) 210-3957

[tlittle@thewoodlands-tx.gov](mailto:tlittle@thewoodlands-tx.gov)

#### **Rob Fleming Camp Directors**

Baze Gierisch, CPRP

Recreation Program Coordinator

Office: (281)210-2042

[bgierisch@thewoodlands-tx.gov](mailto:bgierisch@thewoodlands-tx.gov)

Michael Corbett, CPRP

Recreation Program Coordinator

Office: (281) 210-2041

[mcorbett@thewoodlands-tx.gov](mailto:mcorbett@thewoodlands-tx.gov)

## Shutterfly Photo Account

Sunny Dayz also keeps up a Shutterfly account with pictures taken each week of camp for parents to view. We like for the parents to be able to see all the fun their children are having at camp! Listed below is the address and password to access the Sunny Dayz Shutterfly account, this information will also be included in parent emails as well as posted on the information board at check-out.

**Address:** twtrecreation.shutterfly.com

**Password:** tonsoffun





**If your child will need medication administered during Sunny Dayz Camp hours, please read and complete the following:**

- Please fill out one Medication Distribution Form per child/per medication and return to the program office.
- For those children who may require EpiPen, or who have other special medical needs, Camp Supervisory Staff will meet with the parent(s) or guardian(s) of such children and develop a mutually acceptable plan designed to address the medical circumstances of each individual child.
- Over-the-counter medications, vitamins, homeopathic remedies, and nutritional supplements will not be accepted unless they are scheduled for daily administration and accompany a physician's order.
- Parents are required to bring medication to the program office. As a safety precaution, the child will not be allowed to bring in or take home medication. Medication should never be in the child's possession.
- Medication must be in the original container.
- It is the responsibility of the parent to make sure the child has the proper amount of medication.
- If, at the conclusion of the program, your child has unused medication, you will be notified to claim the medication within 30 days. If unclaimed, the medication will be taken to a medicine drop off center at a local pharmacy or hospital.
- No medication will be administered to any child, nor will any child be allowed to take any medication without a completed Medication Distribution Form.

**Please complete a Medication Distribution Form for EACH MEDICINE to be administered.**

Child's Full Name \_\_\_\_\_ DOB \_\_\_\_\_ Age \_\_\_\_\_

Camper's Group (Circle one):                      Explorer                      Adventurer                      Teen Camper                      CIT

Medication \_\_\_\_\_ Dosage \_\_\_\_\_  
(Name & strength: i.e. Ritalin 10mg)                      (Number of pills and amount per dose)

How taken (by mouth, inhaled, eye drops, etc.) \_\_\_\_\_

Duration \_\_\_\_\_  
(Length of time this med will be taken. If it is an antibiotic, write in "until finished". If it is a routine med, write in "on-going")

Time medication should be administered (Circle any that apply):                      Breakfast                      Lunch                      Dinner  
As needed

Special or more specific instructions (time) \_\_\_\_\_

\_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone (H) \_\_\_\_\_ (M) \_\_\_\_\_

Township Staff has my permission to administer the above medication to my child.

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

Township Staff Signature: \_\_\_\_\_ Date \_\_\_\_\_